

Drug-Free Workplace

Internal Policy Memorandum

It is the policy of the _____ to maintain a drug-free workplace.

Drug abuse in the workplace has many detrimental effects on any organization and its employees. Drug abuse impacts morale, lowers productivity and increases health care costs. The Division is committed to maintaining a work environment free from illegal drugs and drug abuse.

State employees are prohibited from the unlawful manufacture, distribution, dispensation, possession or use of controlled substances in the workplace. Violations of this policy will result in corrective action, which may include discipline up to and including dismissal.

As a condition of employment, _____ staff are required to abide by this drug-free policy, and must notify the _____ Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

The consumption of alcohol on the job is prohibited. Employees may not work if their performance is impaired by the use of alcohol.